

FIRE SERVICES INVENTORY TECHNICIAN

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of duties in support of the Fire Department purchasing, warehouse and maintenance operations including obtaining bids, ordering, receiving, storing, distributing and conducting inventory of station and firefighting equipment and supplies, uniforms and emergency medical supplies; and coordinating building and grounds maintenance for the Fire Department.

Supervision Received and Exercised:

Receives general supervision from a Fire Deputy Chief or from other supervisory or management staff.

Exercise functional and technical supervision over lower level staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Order materials, fire station supplies and equipment, EMS supplies and uniform clothing; prepare requisitions and purchase orders; code to proper account and verify accuracy of stock number; extend costs and run totals; determine proper stock levels for items.
- Receive, stock and issue materials, supplies and uniform clothing; verify incoming shipments for appropriate quantity and quality.
- Inventory materials, supplies and clothing; report replacement needs; establish minimum/maximum stock levels and monitor stock levels based on usage and lead time.
- Maintain files; compile records of supply transactions; input and receive data from a computer terminal; post supplies issued; prepare quarterly and yearly performance reports.
- Provide follow-up on all orders to insure delivery schedules are met.

Effective October 1997
Revised October 2000
Revised August 2006
Revised June 2007 (Merge Fire Support Svcs Tech & Inventory Svcs Spec to one classification)
Revised May 2012 (Essential Functions; Licenses/Certifications)

CITY OF TEMPE

Fire Services Inventory Tech (Continued)

- Prepare bid specifications for all medical, operating and utility supplies; meet with prospective vendors; research and recommend new products and equipment.
- Coordinate ongoing maintenance and/or repair for all department buildings, landscape, and security.
- Participate in budget administration; monitor and control budgetary expenditures.
- Maintain firefighting hose, nozzles, and equipment. Conduct maintenance and minor repairs on small engine-powered equipment.
- Maintain and repair department's self-contained breathing apparatus.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of increasingly responsible experience in storekeeping or related work involving the selection, storing and issuing of a variety of materials and supplies.

Education:

Equivalent to the completion of the twelfth grade. Additional training in inventory control and/or accounting. Knowledge of firefighting tools and equipment is preferred. Bauer Compressor Training and Microsoft Word and Outlook are preferred.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Some positions may require possession of, or required to obtain, Mask Mounted Regulator (MMR) by Mine Safety Appliances (MSA), Certified Air Mask Repair Education (C.A.R.E.) Technician

Examples of Physical and/or Mental Activities:

- Occasionally move firefighting equipment (weighing up to 100 lbs)
- Drives forklift and uses pallet jacks and dollys on a regular basis
- Tests chain saws, hydraulic extrication equip., uses drills, welders, bandsaws, metal press, a various small powered hand tools

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CITY OF TEMPE

Fire Services Inventory Tech (Continued)

- Climbs stairs on a regular basis
- Climb to the top of apparatus with large step ups to load and unload firefighting hose. Climbs aerial apparatus and walk around fire ground/emergency medical scenes
- Works with paint, fuel, solvents, oils

Competencies:

(Pending)

Job Code: 142

Status: Non-Exempt / Classified